C:\Program Files\Microsoft Office\Media\CntCD1\ClipArt1\j0199359.wmf

Level 3, Grade 3/4 Assessment Task

Semester 2, Term 3

Report Writing Assessment

**The Task:** The students in grade 3 and 4 watched a 4 minute clip on the Orca Whale (Killer Whale). The 1st time they watched it, they just watched. The next 2 times they watched it, they were able to take notes.

After watching the clip, the students had 5 minutes to complete a plan for their report. They then had 40 minutes to complete the report draft and 10 minutes to edit.

In a following session, the students were given 50 minutes to complete a good copy. They had a choice as to what program they wanted to use to present their good copy. Eg. Word, Powerpoint, Glogster, Publisher.

Name: Jessica

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| --- | --- | --- | --- |
| ***Features of a Report*** | ***Smile.jpgSmile.jpgSmile.jpg*** | ***Smile.jpgSmile.jpg*** | ***Smile.jpg*** |
| Included title |  |  | **Not used.** |
| Suitable use of sub headings |  |  | **Not used** |
| Paragraphs formed correctly |  |  |  |
| ***Grammar and Punctuation Features*** |  |  |  |
| Correctly formed sentences |  |  |  |
| Sentences made sense |  |  |  |
| Included a range of correctly used punctuation |  |  |  |
| ***Proof Reading and Editing*** |  |  |  |
| Attempted to edit own work, fix up spelling, punctuation and grammatical errors |  |  |  |
| ***Good Copy*** |  |  |  |
| Good copy was complete |  |  |  |
| Included their corrections in good copy |  |  |  |

Teacher comment:

Jessica has really listened to and used the reporting skills she has learnt. She has taken a good amount of notes and prepared a substantial plan within the given time. Well done Jessica!